



**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

REQUEST FOR QUALIFICATIONS NOTICE

NUMBER 59A0548

Note: Address all questions concerning this Request for Qualifications (RFQ) in writing to the attention of Stacey Duvane at Stacey_Duvane@dot.ca.gov. You may also reach the analyst by telephone at (916) 227-6087. Consultants contacting the District or Division directly seeking information about this RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

Read carefully, this document has been revised as of **05/04/06**.

I. GENERAL INFORMATION

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for Independent Assurance of Cost Pricing services.
- B. The estimated contract amount is \$ 3,000,000 – 4,999,999.
- C. The estimated contract term is 18 months.
- D. Interviews will be held in Sacramento on 11/02/06 and 11/03/06. Confirmation letters will be sent to those firms short-listed.
- E. Negotiations will be held with the top-ranked firm on 11/07/06 and 11/08/06 in Sacramento.
- F. To assist Proposers in ascertaining Disadvantaged Business Enterprise (DBE) availability for specific items of work, the Department advises that it has determined that DBEs could reasonably be expected to compete for subcontracting opportunities on this Agreement and their likely availability for work on this Agreement is 17 percent. Refer to “Statement of Qualifications Submittal Instructions and General Contract

Process Information” for additional information. The Department also advises that participation of DBEs in the specified percentage is not a condition of award.

- G. Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft contract.
- H. The Department does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- I. A Pre-award or Post-award Audit will be performed on any contract issued as a result of this RFQ.

II. SCOPE OF WORK/DELIVERABLES

The work to be performed for this RFQ is described in the Scope of Work/Deliverables, dated September 14, 2006, and is hereby incorporated as **Attachment 1**.

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

- A. **IMPORTANT:** Download “Statement of Qualifications Submittal Instructions and General Contract Process Information” from: <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs.
- B. SOQ Package Submittal Instructions
 - 1. Eight (8) copies of the SOQ containing all the indicated information shall be submitted. Fax copies will not be allowed. SOQs will be accepted until **3:00 p.m. on October 19, 2006**, and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts
1727 30th Street
Sacramento, CA 95816-7006
Attention: Stacey Duvane
Telephone: (916) 227 6087

2. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/stamp one label for each SOQ package/box submitted. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.
3. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number 59A0548
 - Submittal deadline 10/19/06
 - "DO NOT OPEN"

C. Request for RFQ Copies

Copies of this RFQ may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.

Scope of Work for Independent Assurance Contract for Districts 4,7,8,11 and 12

SCOPE OF WORK/DELIVERABLES

A. DESCRIPTION OF SERVICES:

The Contractor shall provide professional engineering services to perform cost estimates for various construction projects for the California Department of Transportation, herein referred to as Department, in Districts 4,7,8,11 and 12. These services will facilitate Independent Assurance (IA) of construction cost estimates. All work shall be performed in conformance with Caltrans policies, procedures, and standards. The specific construction project for which the cost estimating will be performed will be stated in each Task Order. Attached is a list of proposed projects for each District, however, this list is not exclusive.

Dist	EAs	Co-Rte-PM	Project Description
04	0120K	SF -080-8.2	REPLACE NAVY SUBMARINE ELECTRICAL CABLE BETWEEN OAKLAND MOLE AND
04	0120L	ALA-080-1.0	CONSTRUCT ALL MARINE FOUNDATIONS & WB STRUCTURE AND ROADWAY, ALL UTILITIES
04	0120P	SF -080-7.8	CONSTRUCT YBI TRANSITION STRUCTURES
04	01400	ALA-L57-33	CONSTRUCTION OF BUILDING & ROADS RENOVATION OF EXISTING KEY SYSTEM
04	01601	ALA-092-4.8	92/880 INTERCHANGE RECONSTRUCTION
04	0435F	SF -080-5.6	SEISMIC RETROFIT AND CONSTRUCTION
04	0A040	SOL-012-1.5	CONSTRUCT TRUCK CLIMBING LANE
04	0A100	SON-101-21.7	WIDEN FROM 4 TO 6 LANES FOR HOV LANES AND AUXILIARY LANES
04	0A480	SCL-085-R17.8	UPGRADE EXISTING MEDIAN BARRIER
04	0A820	SON-101-2.3	REMOVE GORE SIGNS AND REPLACE WITH OVERHEAD SIGNS
04	0C900	SCL-101-R026.6	AC OVERLAY AND PCC DOWEL BAR RETROFIT
04	0T240	SOL-080-4.0	REHABILITATE ROADWAY, RAMP, BARRIER AND SAFETY IMPROVEMENTS
04	12965	SON-101-13.9	WIDEN FROM 4 TO 6 LANES FOR HOV & RECONSTRUCT I/C
04	13199	SM -092-5.0	SLOW VEHICLE LANE
04	15131	VAR-000- 000.0	INSTALL CLOSED CIRCUIT TV CAMERAS AT VARIOUS RAMP METER LOCATIONS
04	16252	SF -001-0.6	MODIFY TRAFFIC SIGNALS
04	16542	ALA-880-27.4	SEISMIC RETROFIT PH-2 REPLACE HIGH ST/ I-880 SEP
04	17440	ALA-084-12.1	REALIGN & IMPROVE SIGHT DISTANCE
04	17790	ALA-880-28.2	STRUCTURE REHABILITATION
04	1A250	CC -080-5.9	BRIDGE REPLACEMENT
04	21986	SON-012-29.7	ROADWAY OVERLAY, SHOULDER WIDENING OPERATIONAL IMPROVEMENT, ROADWAY

Dist	EAs	Co-Rte-PM	Project Description
04	22850	CC -004-23.5	RECONSTR LOVERIDGE ROAD I/C AND WIDEN FROM 4 TO 8 LANES
04	2332C	ALA-262-R0.0	UPPER, WIDENING OF ROUTE 262, AND COMP CONST OF KATO RD ON AND OFF RAMP
04	23565	SM -101-1.7	RECONSTRUCT INTERCHANGE
04	25310	CC -680-24.0	TO CORRECT THE UNDULATION AND DIFFERENTIAL SETTLEMENT ON I-680 AND
04	25375	ALA-680-R0.0	WIDEN FREEWAY, CONSTRUCT AUXILIARY LANES, & INSTALL RAMP METERS
04	25940	NAP-029-25.5	LEFT TURN CHANELIZATION AND PAVEMENT REHABILITATION
04	26372	CC -080-9.5	EXTEND EASTBOUND I-80 HOV LANE
04	27084	SM -001-R45.4	UPGRADE METAL BEAM BARRIER TO CONCRETE BARRIER
04	27202	SCL-280-5.1	REHABILITATE ROADWAY
04	28380	SON-116-41.8	IMPROVE VERTICAL AND HORIZONTAL CURVES AND WIDEN ROADWAY
04	29081	ALA-580-8.0	CONSTRUCT EB HOV LANE
04	29900	SOL-080-6.6	RESTORE ROADSIDE REST AREA
04	2A010	SOL-080-20.6	IMPROVE EXISTING INTERCHANGE
04	2A250	SCL-152-0.0	IMPROVE SIGHT DISTANCE, UPGRADE SHOULDERS, MINOR REALIGNMENT, TURN
04	2A470	ALA-680-R0.0	PILOT HOT LANE ON SOUTHBOUND I-680
04	44400	ALA-084-R4.9	WB HOV LANE EXTENSION AND BYPASS
04	44420	NAP-121-0.3	CURVE IMPROVEMENTS AND SHOULDER WIDENING
04	44700	CC -680-R0.0	REHABILITATE ROADWAY
04	44770	SON-101-21.7	ROADWAY REHABILITATION
04	44790	ALA-238-0.0	ROADWAY REHABILITATION
04	44880	SCL-152-6.1	SCOUR MITIGATION
04	4C150	SOL-080-15.8	PCC GRINDING AND SLAB RESURFACING/ RAMP RESURFACING.
07	11707	LA -010-31.2	CONSTRCT ONE HOV LN IN EAST DIRECTION *OVERSIGHT ONLY*PR & ENVR ONLY*\$
07	12180	LA -005-26.7	WIDEN FOR HOV LN *OE APPT. = 06-02-03
07	12190	LA -005-36.4	HOV LN *OE APPT=9/30/03
07	12722	LA -138-54.3	WIDEN CONVENTIONAL HIGHWAY (SEG 5) *SPLIT = 1272U1
07	12723	LA -138-56.2	WIDEN CONVENTIONAL HIGHWAY (SEG 7) *SPLIT = 1272U1
07	12727	LA -138-64.0	WIDEN CONVENTIONAL HIGHWAY (SEG 12) *SPLIT = 1272U1
07	13350	LA -005-30.5	MODIFY INTERCHANGE *OE APPT = 07-22-03
07	16680	LA -010-18.3	PAVEMENT REHABILITATION *04 SHOPP CANDIDATE*
07	1668U	LA -010-18.7	REHABILITATE ROADWAY AND RAMPS *INCL= 166801 & 212201
07	16800	LA -005-R044.2	CONSTRUCT DIRECT HOV CONNECTORS *INACTIVE*\$
07	17190	LA -710-21.9	MODIFY INTERCHANGE & RAMPS *INACTIVE* *PHASE II
07	17850	LA -105-R0.7	WIDEN OFF RAMP
07	18550	VEN-101-0.4	MEDIAN BARRIER UPGRADE

Dist	EAs	Co-Rte-PM	Project Description
07	20300	VEN-033-6.0	INSTALL G-RAIL, STRIPES, TRAFFIC CONTROL *NOT PROGRAMMED
07	2159C	LA -005-1.8	CARMENITA INTERCHANGE IMPROVEMENT *POR/=21590K*TCRP APP'D 7/6/01
07	21740	LA -005-15.6	ADD LANE, RAMP CLOSURE
07	22222	LA -010-14.2	IMPROVE CONNECTOR, DISTRIBUTORS, COLLECTORS AND ON/OFF RAMP
07	22330	VEN-150-11.0	REHABILITATE ROADWAY
07	22480	LA -047-1.9	DECK REHAB AND BRIDGE RESTORATION
07	22810	LA -210-29.4	CONSTRUCTION OF SOUNDWALLS *POST 89;PH-1; PR-1; O/S UPTO PAED
07	23140	LA -210-40.6	CONSTRUCTION OF SOUNDWALL *POST 89;PH-1; PR-1; O/S UPTO PAED
07	23550	LA -005-39.5	SOUNDWALLS CONSTRUCTION *TCRP #41
07	23590	LA -005-6.8	PHS 4 INSTALLING TRASH CAPTURE DEVS
07	23950	LA -110-25.9	UPGRADE MEDIAN BARRIER
07	24110	LA -110-21.2	CONSTR AUXILIARY LN; MODIFY RAMPS *PENDING COST PCR
07	24120	LA -110-21.9	MODIFY AUX LN & RECONSTRUCT RAMP
07	24130	LA -405-24.4	ADD AUX LANE
07	24330	LA -210-R0.0	UPGRADE MBGR END TREATMENT
07	24360	LA -405-0.2	UPGRADE METAL BEAM GUARDRAIL END T
07	24390	LA -060-0.0	INSTALL MBGR AND CONCRETE RAILING
07	25060	LA -210-31.8	CONST. SOUNDWALL WITH MASONRY BLOCK
07	25730	LA-001-0.2	DEPLOY ADAPTIVE CONTROL SYSTEMS
07	25800	LA -210-R0.6	DESIGN AND EVALUATE FREEWAY METERING *SGP
08	00716	SBD-215-7.7	ADD TWO HOV LANES AND OPERATIONAL IMPROVEMENTS
08	00717	SBD-215-5.0	WIDEN FWY, MODIFY IC'S& C/D RDS-SEG3
08	0071A	SBD-215-6.4	ADD 2 HOV LANES & OPERATIONAL IMPROVEMENTS
08	0A450	SBD-015-38.2	CONSTRUCT INTERCHANGE
08	0A490	RIV-015-10.3	IC & RAMP RECONFIGURATION
08	0A640	SBD-015-160.8	REST AREA RESTORATION (NB & SB)
08	0C810	SBD-015-40.1	UPGR MEDIAN BARRIER AND PAVE MEDIAN
08	0F660	SBD-247-1.8	CONSTRUCT SHOULDERS @ VARIOUS LOC
08	0G280	RIV-010-R4.9	INTERCHANGE IMPROVEMENTS
08	0G900	SBD-247-9.6	CONSTRUCT STANDARD PAVED SHOULDER
08	0H280	SBD-L57-30	SO REGIONAL LAB
08	1A990	RIV-010-6.9	UPGRADE MEDIAN BARRIER TO CONCRETE TYPE 60
08	22700	SBD-018-44.2	REPLACE BRIDGE & REALIGN ROADWAY
08	32840	RIV-091-11.5	WIDEN BRIDGE
08	33485	RIV-215-37.7	CORRIDOR LANDSCAPING
08	36850	SBD-015-177.8	CONST COMM VEH ENFORCEMENT FACILITY (CVEF) & AGRIC INSPC FACILITY (AIF)
08	37701	SBD-L55-06	CONSTRUCT TRAFFIC OPERATIONS CENTER
08	37870	SBD-062-142.3	REPLACE BRIDGE (SCOUR)
08	42230	SBD-010-R18.7	MODIFY IC & WIDEN RIVERSIDE AVE
08	43270	RIV-015-5.5	CONST NEW IC

Dist	EAs	Co-Rte-PM	Project Description
08	43320	SBD-010-35.5	RECONSTRUCT IC & WIDEN OC
08	4393U	SBD-015-169.9	CONSTRUCT NB TRUCK DESCENDING LANE AND PAVEMENT REHAB (SEG 2)
08	44407	SBD-215-9.0	CONST MAINLINE & IC IMPROVEMENTS FOR RTE 215 (PORTIONS OF SEGMENT 11)
08	44408	SBD-210-21.8	CONST OF HIGH SPEED CONNECTORS FROM NB 215 TO WB 210 & EB 210 TO SB 21
08	45210	RIV-010-R62.3	CONST NEW INTERCHANGE
08	45570	RIV-010-32.6	MODIFY OR RECONSTRUCT IC
08	45580	RIV-010-35.6	MODIFY IC
08	45590	RIV-010-39.0	MODIFY IC
08	45600	RIV-010-42.4	CONST BOB HOPE DR EXT W/NEW DIAMOD IC
08	46800	SBD-010-12.5	RECONSTRUCT IC & WIDEN BRIDGE
08	47221	SBD-015-0.0	PAVEMENT REHABILITATION
08	47230	RIV-010-R0.0	PVMNT REHAB, WIDEN BR, PAVE MDEDIAN & CONCRETE MEDIAN BARRIER
08	47520	RIV-010-R52.3	MODIFY/WIDEN IC FROM 2 TO 6 LANES
08	48630	SBD-040-R89.0	PAVEMENT REHABILITATION
08	49520	RIV-015-8.1	PAVEMENT REHAB
11	01061	SD -052-14.7	CONST 4-LANE FWY
11	06380	SD -008-17.4	CONST AUXILIARY LANE-E/B & REMOVE PED OC BRIDGE (GRAPE ST)
11	07670	IMP-L57-08	CONST MAINTENANCE STATION
11	08010	SD -076-7.5	CONSTRUCT 4-LANE HIGHWAY
11	08080	SD-005-R1.6	INSTALL TRAFFIC MONITORING STATIONS
11	08100	SD -015-M27.8	CONSTRUCT MANAGED LANES (FREEWAY COMPONENT) NORTH SEGMENT
11	08975	SD -805-25.4	INTERCHANGE IMPROVEMENTS & ROAD WIDENING
11	09183	SD -905-R5.2	CONSTRUCT NEW FREEWAY (PHASE 2)
11	16788	IMP-078-R12.1	CONSTRUCT FOUR-LANE EXPRESSWAY AND INTERCHANGE - (STAGE 2)
11	16789	IMP-078-R9.1	CONSTRUCT FOUR-LANE EXPRESSWAY (STAGE 3)
11	22431	SD -005-R36.6	CONSTRUCT NB AND SB AUXILIARY LANES
11	23140	SD -078-1.5	CONSTRUCT NEW INTERCHANGE (RANCHO DEL ORO)
11	23265	SD -015-R29.1	CONST LANE ADDITIONS (SB & NB)
11	23582	SD -005-35.7	CONSTRUCT NB/SB HOV LANE IN MEDIUM
11	26730	SD -052-7.5	CONSTRUCT AUXILIARY LANE
11	27340	SD -076-23.2	BRIDGE REPLACEMENT (SCOUR)
11	27480	SD -905-2.9	PAVEMENT REHABILITATION OF MAINLINE, SHOULDERS, AND RAMPS
11	27500	IMP-115-R3.2	PAVEMENT REHABILITATION OF MAINLINE SHOULDERS AND RAMPS
11	27610	SD -005-R10.0	REMOVE EXISTING MBGR AND REPLACE WITH CONCRETE BARRIER AND UPGRADE
11	27620	SD -805-6.1	INSTALL RAMP METERS
11	27920	SD -076-R7.2	CONSTRUCT 4 LANE HIGHWAY
12	08690	ORA-074-1.0	WIDEN EXIST 2 LANE RDWY TO 4 LANES
12	0A762	ORA-405-15.4	ADD AUX LANE

Dist	EAs	Co-Rte-PM	Project Description
12	0E020	ORA-005-14.5	SLAB REMOVAL, AC REHAB, BRIDGE REPAIR & SIGN PANEL UPDATE
12	0E070	ORA-005-15.1	WIDEN NB OSO PKWY LOOP, SB OFFRAMP AND ADD AUX LN FROM LA PAZ TO OSO
12	0H340	ORA-055-11.8	RESURFACING 90 LANE MILES OF FRWY AND OFF RAMPS WITHIN THE PROJ LIMIT

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Projects

1. Specific work will be assigned to the Consultant through issuance of Task Orders from the Department Contract Manager. Task Orders will include, but not be limited to, an estimate of the unit price or lump sum amount for each contract item, projected to the mid-point of construction of the item, and documentation of the basis used for the price estimate.
2. Consultant shall carry out the instructions received from the Department Contract Manager and shall cooperate with the Department, other involved agencies, and other Consultants.
3. It is not the intent of the foregoing paragraph to relieve the Consultant of professional or legal responsibility during the performance of this contract. In those instances where the Consultant believes a better solution is possible, he/she shall promptly notify the Department Contract Manager of these concerns, together with reasons thereof.
4. The Consultant has total responsibility for the accuracy and completeness of the cost estimates prepared and shall check all materials accordingly.
5. The cost estimates, calculations, and other documents furnished under this contract shall be of a quality acceptable to the Department Contract Manager. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, dated, and having the maker and checker identified. The minimum standard of appearance, organization, and content of the estimates shall be that of similar types produced by the Department and set forth in related Caltrans manuals.
6. In providing the above items, the Consultant shall not contact prospective bidders of the construction project nor the District involved in the development of the project documents. The Consultant shall not disclose the information provided nor the cost estimate developed to anyone other than the Department Contract Manager.
7. The Consultant shall, throughout the life of the contract, retain within Consultant's firm, or through qualified subconsultants, sufficient qualified staff to perform each of the tasks.
8. Consultant shall maintain a set of indexed project files.

9. Consultant shall, upon completion of the Task Order, provide documentation of the development of the deliverables and which shall include, but not be limited to, all calculations, correspondence, and other project documents provided in a PDF format.

B. SCOPE OF WORK

The Consultant shall provide professional Architectural and Engineering (A&E) cost estimating services for a variety of project types. Projects may include, but are not limited to, highway construction and rehabilitation, bridge construction and reconstruction, maintenance and roadside rest buildings, landscaping, signal and lighting, and combinations of these types.

1. The scope of this work will include, but is not limited to, the following:
 - a. An estimate of unit price or lump sum amount for each contract item, projected to the mid-point of construction of the item, per the construction schedule provided. For lump sum items, the take-off quantities will be estimated by the Consultant.
 - b. For each contract item, documentation of the basis used for the price estimate, including, but not limited to, references used, adjustments for location, production rates, and forecasting indices.
2. The instructions contained in this "Scope of Work" will take precedence over any conflicting instructions found in Caltrans manuals or design guidance.
3. Items provided by the Department will be in either English standard units or Metric units using the International System of Units (SI) as indicated in the project documents provided by the Department.
4. Any software developed, licensed, or purchased by the Consultant or subconsultant for cost estimating or other engineering purposes shall be available to the Department upon request. Any cost estimating related software developed by the Consultant or subconsultants during the course of the contract shall not be copyrighted and is State property. Consultant developed software may be modified by the Department or other Consultants. At a minimum, the Department will require a user's manual with complete instructions and examples for all Consultant or subconsultant developed software. The Department Contract Manager may request updated software and manuals from the Consultant at any time. Any software development, licensing, or purchasing by the Consultant or subconsultant for cost estimating or other engineering purposes shall only be as required in an approved Task Order.
5. Work performed under this contract shall be performed within the constraints of Task Orders.
 - a. The Task Orders will contain the specific statement of work to be performed under that Task Order. The Task Orders will also include the project milestones to be

- achieved in addition to any other milestones needed to assure timely performance and fiscal responsibility.
- b. All Task Orders will be negotiated between the Department Contract Manager and Consultant's Project Manager in accordance with the terms of this contract including the approved wage rates indicated in the Consultant's Cost Proposal.
 - c. Consultant shall submit a cost proposal for each Task Order to the State Contract Manager for review. The cost proposal shall include, at a minimum, the following information: The names of the individuals proposed for work on this task, the individual classification, the duties the individual will perform along with the Caltrans activity codes for such duties, the estimated hours of each individual under each duty or activity, the wage rates for each individual from the Consultant's Cost Proposal, and estimate of allowable direct costs other than labor, an estimate DBE utilization under this task, and a summation of total cost proposed for the task.
 - d. Other information may be required at the request of the Department Contract Manager.
6. All studies, reports, quantity calculations, and cost estimates shall conform to the Department's criteria, policies, procedures, and standards. All work shall be made available to the Department at milestones specified in the Task Order schedule and upon request by the State Contract Manager.

C. ITEMS TO BE SUPPLIED BY CALTRANS:

- 1. Draft project plans.
- 2. Draft project special provisions.
- 3. Contract items and quantities.
- 4. Construction schedule (CPM).
- 5. Number of Working Days.
- 6. Innovative bidding (A+B, Incentive/Disincentive, etc.)
- 7. Target date for the beginning of construction.
- 8. Project Information (Materials Information, Permits, Geotechnical Report, etc.)
- 9. Contingency set at 5 percent, unless designated otherwise.

The items listed above are provided only for the purpose of producing the required cost estimates. The listed items are subject to ongoing review and revision by Caltrans in preparation for advertising of the project. All items listed above may not be available for use by the Consultant.

D. SUBMITTALS

- 1. Consultant shall provide cost estimation services for the project in close liaison with the Department. The Department will exercise review and approval functions through the State Contract Manager.

2. Unless otherwise stated in the Task Order, Consultant will submit the resultant cost estimate and information in Microsoft Excel, compatible with MS Office 1997, on CD disk, along with one paper copy.

E. PERSONNEL REQUIREMENTS

1. Personnel

- a. The Consultant's personnel shall be capable of performing the types of Cost Estimating and engineering work described above in "Description of Required Services" with minimal instructions.
- b. The Consultant's Project Manager shall be a licensed registered Civil Engineer in the State of California. The Project Manager shall coordinate all Cost Estimating and related engineering issues with the Department's Contract Manager. In addition to other specified responsibilities, the Project Manager shall be responsible for all matters related to the Consultant's personnel operations, including:
 1. Reviewing, monitoring, training and directing the Consultant's personnel.
 2. Assigning personnel to complete the required Task Order work as specified.
 3. Administering personnel actions.
 4. Tracking and providing written monthly progress reports that track percentage of work completed and budget expenditures to date linked to the various WBS activities.
- c. The Consultant shall, throughout the life of the contract, retain within Consultant firm or through subconsultant's a staff of people qualified to perform each of the tasks.
- d. The Consultant's Project Engineers shall be capable of assisting the Consultant Project Manager in all aspects of the required engineering work and shall be licensed registered Engineers in the appropriate engineering field in the State of California.
- e. It is possible Consultant may be asked from time to time to attend certain special training recommended by Department Contract Manager. On these occasions, with the approval of the Department's Contract Manager, the Consultant will be compensated for the training time only. All other cost or fees associated with the training, including any transportation costs, will be the Consultant's responsibility.

2. Availability and Work Hours

- a. Unless specifically stated in each Task Order, the Consultant shall begin the required work within five working days after receiving a fully executed Task Order. Once the

- work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.
- b. The Project Manager shall be accessible to the Department Contract Manager at all times during normal working hours.
 - c. Unless otherwise specified in the Task Order or directed by the Department Contract Manager, the normal workday will consist of Monday through Friday, from 8 a.m. to 5 p.m. and the normal workweek shall consist of 40 hours.
 - d. Overtime may be required. However, overtime shall be worked only when directed in writing by the Department Contract Manager or specifically required by the Task Order.
3. Any product or deliverable not fully approved by the Department Contract Manager bearing the signature of a Professional Engineer no longer employed by the Consultant shall be replaced by another product or deliverable bearing the signature of a technically qualified and licensed replacement Professional Engineer at no cost to the Department. The responsible Professional Engineer signing the cost estimates or any other related deliverable requiring the signature of a licensed Professional Engineer, shall be currently employed by the Consultant or its subconsultants at the time of deliverable submittal and throughout the Department review and acceptance process. A Professional Engineer whose signature appears on any cost estimate or other related deliverable that has not been fully approved by the Department and who is no longer employed by the Consultant or its subconsultants shall be replaced by a qualified Professional Engineer. The Consultant shall submit a written request and obtain the State Contract Manager's prior approval to changing Professional Engineering staff and work products. The Consultant shall provide the State's Contract Manager with the technical qualifications of the replacement staff, including resumes